

FINANCE (FEN)

^{71M}
(195⁴⁷) Department.

NS SERIES.

G.O. No. 708

Dated 22-9-1947

[Despatch Abstract.]

Forms - Instructions regarding submission of Pension papers -
Standardization - Orders passed.

GOVERNMENT OF MADRAS.

ABSTRACT.

FORMS - Instructions regarding submission of pension papers
Standardization - Orders passed.

FINANCE (PENSION) DEPARTMENT.

G.O.MS.NO.708.

DATED 22-9-47.

Read:-

From the Accountant General P.V.Mis.2804 d/ 17-1-47.
From the Superintendent, Government Press No.FO/T &
T-22/47 dated 11-8-47.

ORDER:

In connection with the submission of pension papers to the Government through the Accountant General the Accountant General has observed that it is desirable to standardize form containing certain useful instructions to be followed by Heads of Departments in order to prevent avoidable delay and minimise unnecessary correspondence. The Government accept the above suggestion.

2. The appended form containing the necessary instructions is standardized with serial No.47 under "Pension" group of the T & T ~~Series~~ Series. It will be printed on 1/6 G.B.D.F.16 lb. long paper on both sides.

(By order of His Excellency the Governor).

C.S.Krishnaswami Aiyangar,
Assistant Secretary to Government.

To the Superintendent Government Press.
To the Accountant General.
To the Superintendent of Stationery.
To All Heads of Departments.
To the Departments of the Secretariat.

/True Copy/

KP/30/11/-.

OFFICE ASSISTANT.
MADRAS RECORD OFFICE
P/11/2

PENSION APPLICATIONS IN FINAL SHAPE MAY BE SENT TO THE
ACCOUNTANT GENERAL SIX MONTHS IN ADVANCE
OF RETIREMENT.

From

To

The Accountant General, Madras.
Pension Verification Section.

Sir,

I have the honour to forward as per list in the margin

the pension application
the application for revision of pension
of - - - - -
late a - - - - -
in the office of the - - - - -
who is due to retire

who was invalided
who was compulsorily retired
who has applied for voluntary retirement
whose original application was sent

on - - - - -

2. The other documents viz. - - - - -
will be forwarded to you in due course.

3. Due attention has been paid to the requirements of the rules
in connection with the submission of pension applications.

I have the honour to be,
Sir,
Your most obedient servant,

- - - - -

INSTRUCTIONS.

To avoid unnecessary correspondence and to enable quick disposal the pension papers should be complete but if some delay is anticipated in getting some minor documents such as Finger prints, specimen signatures and photos, the available papers may be sent and the others furnished soon after.

In addition to the rules in the revised Chapter XLVII of the Civil Service Regulations, the following instructions will be of use.

I. APPLICATIONS SHOULD BE PREPARED IN FORM T & A (Pen) 1 and all items on both the pages duly filled up. It should be remembered that the Accountant General does not sanction pensions but merely admits the sanctions as given by the departmental officers on the back of the form, if the calculations are correct. (Articles 918 and 919 C.S.R)

The applicant should sign the certificate at the bottom of page 2 of the form, (Articles 911 and 917 a (ii) C.S.R).

Form T & A (Pen) 2 should also be filled in and attached.

II. THE SERVICE BOOKS which should accompany, should first be examined to see whether they form a continuous record of service, whether they have been written upto date, whether the annual verifications of service have been recorded and signed by the Head of the office and whether leave debitabale to other Governments are recorded and supported by a subsidiary leave account. A complete review of the leave account and the leave granted under F.R.81 or the Madras Leave Rules (1933) during the applicant's entire service, should be made and orders of competent authority obtained wherever necessary, for any irregular grant of leave.

Please see revised Article 915 (a) (iv) C.S.R. for the procedure to be followed in the absence of service records that have been lost.

III. MEMO OF SERVICE AND LEAVE IN FORM T & A- PEN - 1-A should be prepared from facts as they appear in the service book observing the instructions at the top of the form. Only the privilege leave and the first four months of any period of leave on Average Pay should be shown in the column 'Reckoned as service'. All other leave should be shown in the column 'Not Reckoned as service' but please see Article 408 C.S.R.

IV. MEMO OF CALCULATION OF AVERAGE EMOLUMENTS IN FORM T & A:-PEN 27 should be prepared showing the amount drawn for the broken period of a month, if any, at the commencement of the three year period, when for complete months and lastly for the broken period of a month at the end. Actual number of days in the month concerned should be taken for the purpose.

If it is proposed to reckon Special pay towards Average emoluments during periods of leave, a certificate from the Head of the Department (not any lower authority) stating that the applicant would have continued to draw the Special pay if he had not gone on leave, ~~x~~ should be obtained and sent.

Special attention should be paid to the provisions in Article 487, 486 (h) of the C.S.R. and para 3 below Article 376 in the Madras Supplement to the C.S.R.

V. FOR MEDICAL CERTIFICATES in connection with invalidations, place see Article 442 to 447 C.S.R. and the rules there under in the Madras Supplement. In the case of inferior servants, above the age of 60, a simple certificate from the Head of office about incapacity for further service, is sufficient.

VI. LAST PAY CERTIFICATE is to be sent as soon as the last pay bill has been drawn and paid although Pension papers may be sent six months in advance. If any recovery, is ordered to be made from the pension, a letter of consent from the applicant agreeing to the recovery should be obtained and sent. Any incident affecting the pension of the officer which occurred after the submission of the Pension papers should be reported promptly. (Article 920 (2) C.S.R).

VII. SPECIMEN SIGNATURES AND FINGER PRINTS PROPERLY ATTESTED, and Photos (for other than Gazetted servants) duly described as those of - - - - - and attested should be obtained and sent.

VIII. CONDITIONS OF interruptions in service are governed by Article 422 C.S.R. while Condonations of deficiencies in service are regulated by Article 423 C.S.R. as amended by the Madras Government. A copy of the orders of the competent authority sanctioning the condonation should be attached.

IX. IN CASES OF COMPULSORY RETIREMENTS a certificate from competent authority that the rules relating to such retirement have been observed should be furnished along with the pension applications.

X. GENERAL. (1) Forms are not stocked by the Accountant General but should be obtained departmentally.
(2) It is not the Accountant General, but it is the administrative authority who has to satisfy himself first and adduce such evidence as will establish claims under Articles 370, 371, 373 or 486 (h) C.S.Rs. The Accountant General cannot advise about such claims unless all necessary details are given. Details of the nature of the vacancies should always be given in such cases. *

XI. GAZETTED OFFICERS should submit applications for their pension to the Heads of their departments, whose duty it is to address Government through this office with the necessary papers.

/True Copy/

KP/30/11/-

R. Thiagarajan 65/12
OFFICE ASSISTANT.
MADRAS RECORD OFFICE.

3/12

3/12